



## OFFICE OF CHIEF INFORMATION OFFICER CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	OFFICE OF CHIEF INFORMATION OFFICER	<b>RELEASE DATE:</b>	Monday, December 21, 2009
<b>POSITION TITLE:</b>	Deputy Director, Technology Services Governance Division	<b>FINAL FILING DATE:</b>	Tuesday, January 5, 2010
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	12212009_3

### POSITION DESCRIPTION

Under the general direction of the Directorate, Office of Technology Services (OTech), the Deputy Director, Technology Services Governance Division (TSGD), oversees the business planning activities necessary to accomplish strategic goals and objectives, support infrastructure initiatives, and improve data center transparency with all the Office's stakeholders. The deputy acts as the Director's de facto chief of staff, and provides the office's primary liaison functions to the Technology Service Board (TSB) and its subcommittees and staff, ensuring the appropriate policies are developed to facilitate communication between the Board and OTech staff.

The Deputy Director is responsible for the leadership, management and oversight of the data center IT infrastructure governance which includes four (4) major programs including strategic planning and performance measurements, policy and standards administration, TSB management; and e-Services administration. The Deputy Director is charged with leading OTech in a direction that facilitates current and future customer needs and enables management to effectively communicate through a managed process. The Deputy Director is a member of the IT Policy Committee and a principle advisor in the development of planning, policy development and oversight for OTech initiatives that map the Office's strategic direction and communications with stakeholders. The Deputy Director will develop and implement policy to identify needs and business case requirements for OTech service delivery on a statewide basis, and will advise the Director, State CIO, Agency AIOs, other OTech Deputy Directors, and other key stakeholders on technology planning policy decisions, issues, and implementation of all activities related to planning.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

The following experience factors will be considered in competitively evaluating each candidate:

1. Well developed interpersonal skills and the ability to communicate effectively, both verbally and in writing.
2. Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
3. Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and Federal initiatives and programs.
4. Ability to exercise discretion and diplomacy in stakeholder interactions.
5. Experience in communicating information regarding policy, technology and marketing issues effectively to management, other staff, and the public.
6. Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.
7. Ability to mediate differences among stakeholders to arrive at satisfying solutions.
8. Ability to effectively coordinate the activities of other organizations that have an interest in the success of technology-based service delivery solutions.
9. Experience in developing and implementing sensitive projects that involve stakeholders from the IT sector and government.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Technology Services Governance Division**, with the **OFFICE OF CHIEF INFORMATION OFFICER**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. In order to be successful in this examination a minimum rating of 70 percent must be attained. The results of this exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled.

## **FILING INSTRUCTIONS**

Candidates who do not follow the filing instructions will be disqualified from the examination.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than one page in length.
- Resumes do not take the place of the Statement of Qualifications.
- The Statement of Qualifications must include a brief description of one or two key accomplishments in the past 12 months.

### **Applications must be submitted by the final filing date to:**

OFFICE OF CHIEF INFORMATION OFFICER , Selection Services and Training Unit, Cannery  
MS: Y8  
P.O. Box 1810, Rancho Cordova, CA 95741-1810  
Tammy Ervin | (916) 739-7515 | Tammy.Ervin@state.ca.gov

## **ADDITIONAL INFORMATION**

Please see the official examination bulletin at [www.dts.ca.gov](http://www.dts.ca.gov) Click on the Employment Tab and scroll down to the CEA Examination link.

Additional Required Knowledge: Knowledge of current technology, including the business needs of stakeholders and their organization, political, administrative and fiscal environments to understand potential impacts of issues and parameters of solutions.

Best practices in IT projects and support services and knowledge of typical risk areas in project life cycle to bring quality approaches to the most vulnerable project tasks.

Comprehensive understanding of state administrative policies, strategic and operations planning, and best management practices.

Knowledge of project and state contract management practices.

Knowledge of state budget processes.

Knowledge of state and federal control agency requirements for project approval and oversight.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF CHIEF INFORMATION OFFICER reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>